Lesson: Lesson 1: PowerPoint Essentials

Multiple Choice

1. When you start PowerPoint, which of the following displays first?

a) New Presentation dialog box

b) Open task pane

c) Choose a File task pane

d) Blank presentation

Ans: d

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

2. The Microsoft Office PowerPoint 2010 command appears on the \_\_\_\_\_\_\_\_\_\_.

a) Task menu

b) File menu

c) Start menu

d) Graphics menu

Ans: c

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

3. The small diagonal arrow in some command groups’ lower-right corner is a \_\_\_\_\_\_\_\_\_\_.

a) drop-down arrow

b) dialog box launcher

c) navigation control

d) gallery launcher

Ans: b

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

4. The Ribbon is divided into pages called \_\_\_\_\_\_.

a) groups

b) menus

c) tabs

d) icons

Ans: c

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

5. If you click a drop-down arrow, what happens?

a) A dialog box opens.

b) A drop-down list opens.

c) The Ribbon is hidden.

d) The Ribbon expands.

Ans: b

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

6. If you right-click on a slide, PowerPoint displays a \_\_\_\_\_\_\_\_\_\_.

a) dialog box

b) shortcut menu

c) gallery

d) group

Ans: b

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

7. Which of the following commands does *not* appear on the File menu?

a) New

b) Save As

c) Export

d) Print

Ans: c

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

8. After opening Backstage view, you can change PowerPoint settings by clicking what command?

a) Office

b) Settings

c) Options

d) Customize

Ans: c

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

9. When your computer is connected to the Internet, a Connected to Office.com indicator appears in the \_\_\_\_\_\_\_\_\_\_ of the PowerPoint Help window

a) Title bar

b) Upper right corner

c) Lower right corner

d) Lower left corner

Ans: c

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

10. You can change the current view using \_\_\_\_\_\_\_\_\_\_.

a) commands on the View tab

b) buttons on the status bar

c) options on the File menu

d) both a and b

Ans: d

Difficulty: Easy

Section Ref: Working with an Existing Presentation

11. Which of the following is not a standard PowerPoint view?

a) Normal view

b) Online view

c) Slide Sorter view

d) Notes Page view

Ans: b

Difficulty: Easy

Section Ref: Working with an Existing Presentation

12. You can quickly change to Slide Show view by pressing \_\_\_\_\_\_\_\_\_\_.

a) Page Up

b) Home

c) F1

d) F5

Ans: d

Difficulty: Medium

Section Ref: Working with an Existing Presentation

13. Which PowerPoint view shows one slide at a time along with notes associated with the slide?

a) Slide Sorter view

b) Slide view

c) Handout view

d) Notes Pages view

Ans: d

Difficulty: Easy

Section Ref: Working with an Existing Presentation

14. What would you do to jump immediately to the last slide of a presentation?

a) Press Ctrl + Page Down.

b) Press the spacebar.

c) Press End.

d) Press the right arrow key.

Ans: c

Difficulty: Medium

Section Ref: Working with an Existing Presentation

15. To save a presentation after you have edited it, you can \_\_\_\_\_\_\_\_\_\_.

a) press Ctrl + S

b) click the File tab, then click Save

c) click the Save button on the Quick Access Toolbar

d) all of the above

Ans: d

Difficulty: Easy

Section Ref: Working with an Existing Presentation

16. When you click the File tab on the Ribbon, you open \_\_\_\_\_\_\_\_\_\_\_ view.

a) Backstage

b) Dialog box

c) Print Preview

d) Options

Ans: a

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

17. The mini toolbar is:

a) The section of the status bar that contains the View buttons

b) The small floating toolbar that appears when you point to text that has been selected.

c) The small toolbar above the Ribbon.

d) The Font group on the Home tab

Ans: b

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

18. The Quick Access toolbar is:

a) The section of the status bar that contains the View buttons

b) The small floating toolbar that appears when you point to text that has been selected.

c) The small toolbar above the Ribbon.

d) The Font group on the Home tab

Ans: c

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

19. What key do you press on the keyboard to enable KeyTips on the Ribbon?

a) Shift

b) Ctrl

c) Windows

d) Alt

Ans: d

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

20. Ctrl+O is a shortcut for what command?

a) Open

b) Save

c) Outline

d) Underline

Ans: a

Difficulty: Medium

Section Ref: Working with an Existing Presentation

21. Which of these is not one of PowerPoint's views?

a) Reading

b) Slide Show

c) Print Layout

d) Slide Sorter

Ans: c

Difficulty: Medium

Section Ref: Working with an Existing Presentation

22. What type of content does a content placeholder accept?

a) Text

b) Clip art

c) SmartArt

d) Any of the above

Ans: d

Difficulty: Easy

Section Ref: Working with an Existing Presentation

23. To re-save an existing file with a new name, use the \_\_\_\_\_\_\_ command.

a) Save

b) Save As

c) Re-Save

d) Repeat

Ans: b

Difficulty: Easy

Section Ref: Working with an Existing Presentation

24. To close PowerPoint, click File, and click \_\_\_\_\_\_\_\_\_\_\_.

a) Quit

b) Close

c) Exit

d) Leave

Ans: c

Difficulty: Easy

Section Ref: Working with an Existing Presentation

True/False

25. You can have only three tools on the Quick Access Toolbar at any one time.

Ans: False

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

26. You must press Alt each time you want to see a tab’s KeyTips because the KeyTips disappear after you press a key.

Ans: True

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

27. If you click the Close button in the upper-right corner of the PowerPoint window with only one presentation open, the presentation closes and PowerPoint remains open.

Ans: False

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

28. If slides are hard to read in Slide Sorter view, you can double-click the slide to see its heading in a larger size.

Ans: False

Difficulty: Medium

Section Ref: Working with an Existing Presentation

29. Zoom options are not available in some PowerPoint views.

Ans: True

Difficulty: Medium

Section Ref: Working with an Existing Presentation

30. When you point the mouse at a button on the Ribbon, a ScreenTip displays its name.

Ans: True

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

31. Ctrl+X and Ctrl+V are keyboard shortcuts for the Copy and Paste commands, respectively.

Ans: False

Difficulty: Medium

Section Ref: Working with an Existing Presentation

32. To print, click the Print button on the Page Layout tab.

Ans: False

Difficulty: Medium

Section Ref: Working with an Existing Presentation

33. Clicking the Home tab opens Backstage view.

Ans: False

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

Fill-in-the-blank

34. Commands are organized on the Ribbon in \_\_\_\_\_\_\_\_\_\_.

Ans: groups

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

35. To close a dialog box without accepting any changes you may have made, click the \_\_\_\_\_\_\_\_\_\_ button.

Ans: Cancel

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

36. Click the \_\_\_\_\_\_\_\_\_\_ tab to open Backstage view.

Ans: File

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

37. To display the Help system, press the F\_\_ key.

Ans: 1

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

38. You can type notes of what to cover when presenting the show in the \_\_\_\_\_\_\_\_\_\_ pane.

Ans: Notes

Difficulty: Easy

Section Ref: Working with an Existing Presentation

39. As you create a presentation, you will do most of your work on individual slides in the \_\_\_\_\_\_\_\_\_\_ pane of Normal view.

Ans: Slide

Difficulty: medium

Section Ref: Working with an Existing Presentation

40. Use the \_\_\_\_\_\_ bar in Normal view to move through a presentation one slide at a time.

Ans: scroll

Difficulty: Hard

Section Ref: Working with an Existing Presentation

41. The first slide in a presentation almost always includes a title and a(n) \_\_\_\_\_\_\_\_\_\_.

Ans: subtitle

Difficulty: Easy

Section Ref: Working with an Existing Presentation

42. To move text from a slide to the Clipboard, select the text and then click the \_\_\_\_\_\_ button on the Home tab.

Ans: Cut

Difficulty: Easy

Section Ref: Working with an Existing Document

43. Use the \_\_\_\_\_\_\_\_\_\_ button on the Quick Access Toolbar to reverse an undo action.

Ans: Redo

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

44. To send a presentation to someone via e-mail, click the File tab and then click \_\_\_\_\_\_\_\_\_, and then click Send as Attachment.

Ans: Save & Send

Difficulty: Hard

Section Ref: Working in the PowerPoint Window

45. To start PowerPoint, click the Start button, point to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ folder, and click Microsoft PowerPoint 2010.

Ans: Microsoft Office

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

46. The small square in the lower right corner of a group on a Ribbon tab is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for that group.

Ans: Dialog box launcher

Difficulty: Hard

Section Ref: Working in the PowerPoint Window

47. \_\_\_\_\_\_\_ view is best for viewing thumbnail images of multiple slides at once.

Ans: Slide Sorter

Difficulty: Easy

Section Ref: Working with an Existing Presentation

48. In \_\_\_\_\_\_\_\_ view, you have access to the Slides/Outline pane.

Ans: Normal

Difficulty: Easy

Section Ref: Working with an Existing Presentation

49. The mouse pointer appears as a(n) \_\_\_\_\_\_\_\_\_\_\_\_ pointer when it is over an editable text area.

Ans: I-beam

Difficulty: Hard

Section Ref: Working with an Existing Presentation

50. To arrange multiple open presentations so you can see them all at once, use the Arrange All command on the \_\_\_\_\_\_\_\_ tab.

Ans: View

Difficulty: Easy

Section Ref: Working with an Existing Presentation

51. The question mark button in the upper right corner of the PowerPoint window opens the \_\_\_\_\_\_\_\_\_\_\_ system.

Ans: Help and Support, or Help

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

Short Answer

52. What view opens when you click the File tab?

Ans: Backstage view

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

53. What is the name of the tabbed set of toolbars at the top of the PowerPoint window?

Ans: Ribbon

Difficulty: Easy

Section Ref: Working in the PowerPoint Window

54. When you double-click at the insertion point's location, what toolbar appears?

Ans: the mini toolbar

Difficulty: Difficult

Section Ref: Working in the PowerPoint window

55. What command do you use to store a file with a new name?

Ans: Save As

Difficulty: Medium

Section Ref: Working with an Existing Presentation

56. What toolbar appears above the Ribbon?

Ans: Quick Access toolbar

Difficulty: Medium

Section Ref: Working in the PowerPoint window

57. In Normal view, small images of each slide in a presentation display in which tab of the Slides/Outline pane?

Ans: Slides tab

Difficulty: Medium

Section Ref: Working with an Existing Presentation

58. Which view shows all slides in the presentation as small images on a single screen?

Ans: Slide Sorter

Difficulty: Easy

Section Ref: Working with an Existing Presentation

Essay

59. How do you display the KeyTips available for commands on the Insert tab?

Ans: Press Alt to see the KeyTips for all tabs. Then press N to display the KeyTips for the Insert menu commands.

Difficulty: Hard

Section Ref: Working in the PowerPoint Window

60. How would you find help on working with the Ribbon in PowerPoint?

Ans: Click the Help button at the right side of the PowerPoint window above the Ribbon to open the Help window. Key the word *Ribbon* in the Search box, and then click the Search button.

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

61. How would you show a presentation on the full screen to check it before presenting it to an audience?

Ans: Click the Slide Show tab and then click From Beginning. Or, click the Slide Show button in the lower-right corner of the PowerPoint window. View the slides in Slide Show view and press Esc to end the show.

Difficulty: Medium

Section Ref: Working with an Existing Presentation

62. The Normal view consists of which three panes?

Ans: Slide pane, Slides/Outline pane, and Notes pane

Difficulty: Medium

Section Ref: Working with an Existing Presentation

63. How do you replace existing text in a text placeholder?

Ans: Click the placeholder to activate it, and then select the text in the placeholder by dragging the I-beam pointer over it or by double-clicking a single word. Key the new text to replace the selected text.

Difficulty: Medium

Section Ref: Working with an Existing Presentation

64. What happens if you press Page Down in Normal view?

Ans: You advance to the next slide

Difficulty: Medium

Section Ref: Working with an Existing Presentation

65. What steps would you take to print a presentation without changing any default printing options?

Ans: Click the File tab, click Print, and click the Print button.

Difficulty: Medium

Section Ref: Working with an Existing Presentation

66. If the Home tab is active and you double-click the tab, what happens?

Ans: You hide the Ribbon

Difficulty: Medium

Section Ref: Working in the PowerPoint Window

67. Why would you want to use the Outline tab to create a presentation?

Ans: The Outline tab shows text as a simple outline, without backgrounds, placeholders, or other distractions. It is easier to concentrate on structuring slide text when it is presented as a simple outline.

Difficulty: Hard

Section Ref: Working with an Existing Presentation

68. What steps would you take to move a bullet item from slide 2 to slide 4?

Ans: Select the bullet item on slide 2, click the Cut button on the Home tab, navigate to slide 4, position the insertion point where the moved item should appear, and press the Paste button

Difficulty: Medium

Section Ref: Working with an Existing Presentation

69. What are two ways to close PowerPoint?

Ans: Click the Close button in the upper-right corner of the window until the last presentation and PowerPoint close, or click Exit PowerPoint on the File menu.

Difficulty: Medium

Section Ref: Working with an Existing Document

70. What are two ways you can enlarge slides on the screen to make them easier to work with?

Ans: On the View tab, click Zoom and select a fixed zoom percentage or key a custom percentage; or use the Zoom control to resize by dragging the slider or clicking the Zoom Out or Zoom In button.

Difficulty: Hard

Section Ref: Working with an Existing Presentation